

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 10-02.C

Subject:

DATE: 08/31/82

Sunset Review:

EMERGENCY ASSISTANCE OUTSIDE OF
NORMAL WORKING HOURS

1. PURPOSE. The purpose of this directive is to assign the responsibility for providing security and emergency assistance coverage of Center activities after normal working hours.
2. SCOPE. The contents of this directive apply to all activities that take place on the Center and affect Center personnel, students, or visiting personnel after the close of the normal workday and on weekends and holidays.
3. CANCELLATION. FLETC Directive No. 10-02.A, Center Operations Outside of Normal Working Hours, dated June 28, 1977.
4. REFERENCES.
 - a. FLETC Directive No. 67-32.A, Student Emergencies.
 - b. FLETC Directive No. 67-35.C, Student Misconduct.
 - c. FLETC Directive No. 68-10.A, Injuries or Illnesses Occurring During Non-Duty Hours.
 - d. FLETC Directive No. 70-09.H, Reporting and Investigation of Motor Vehicle Accidents.
 - e. FLETC Directive No. 70-09.I, Training Center Traffic Regulations.
5. POLICY. It is the Center's policy that all emergency assistance after normal working hours be made to the security personnel (Ext. 2461). Requests for assistance and reports of incidence will be handled in accordance with References a. through e. and the standard operating procedures of the security office.

6. RESPONSIBILITIES.

a. Security personnel will provide assistance as necessary after normal working hours and on weekends and holidays. However, non-routine occurrences requiring special assistance other than outlined in References a. through e. and emergencies will be referred to appropriate key staff members who will provide guidance.

Security personnel will maintain a current list of names and home phone numbers to facilitate notification of key staff members.

b. Key staff members will exercise their own discretion whether or not to notify the Director, FLETC, immediately regarding incidents that occur after normal working hours. If the incident does not require immediate notification, the Director shall be informed of all details at the beginning of the next workday.

c. Additional instructions are provided for specific situations in References a. through e. Security personnel and key staff members should be familiar with the content of these directives.

7. OFFICE OF PRIMARY INTEREST. Management Staff, Office of Resource Management.

David W. McKinley
Acting Director